

TOWN OF CHARLESTOWN, NH
REQUEST FOR PROPOSALS
MOWING & GROUNDS MAINTENANCE

The Charlestown Selectboard is seeking proposals from qualified firms or individuals for mowing, trimming and grounds maintenance of Town owned properties on a contract basis for the 2022 season, commencing on or about May 1, 2022. The selected contractor shall provide all necessary equipment, supplies and personnel necessary to accomplish the specified tasks in a prompt and workmanlike manner. The selected contractor will be required to provide evidence of adequate insurance including Auto Liability, Commercial General Liability and Workers' Compensation coverage. A bid package including a list of properties to be mowed/maintained may be obtained by contacting Jessica Dennis, at (603) 826-5368. A **mandatory** pre-bid meeting to include an inspection tour of the subject properties (weather permitting) is scheduled for **Monday, December 6, 2021 at 10:00 AM** in the Town Office. Bids will not be accepted from any firm or individual not represented at the pre-bid meeting.

Bids must be submitted on the official Bid Forms, in a sealed, plain envelope clearly marked, "BID FOR 2022 MOWING" and related work. Failure to submit any of the above items or the submittal of incomplete or inaccurate information shall result in the proposal being considered irregular.

The Town of Charlestown reserves the right to reject any irregular bid and the right to waive technicalities if such waiver is in the best interest of the Town. The Town of Charlestown reserves the right to reject any proposal for any reason without recourse by the submitting contractors, and to award a contract to any contractor, on any basis which the Town of Charlestown determines in its sole discretion, to be in the best interest of the Town.

A copy of proposal documents may be obtained at the Selectboard office or by calling Jessica Dennis, Administrator, at 603-826-5368 or e-mail (jessica@charlestown-nh.gov) with any additional questions.

All proposals must be received in the Office of the Selectboard by **4:00 PM on Wednesday December 15, 2021**. Proposals should be submitted to:

Office of the Selectboard
233 Main Street
PO Box 385
Charlestown, NH 03603